

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3091

*USMEPCOM Regulation
No. 350-4

Effective date:

**Training
Conferences**

FOR THE COMMANDER:

J. Cunningham
Deputy Commander/Chief of Staff

DISTRIBUTION:

Unlimited. This Regulation is approved for public release.

Executive Summary. This Regulation:

- a. Provides policy, guidance, responsibilities, and procedures to request, plan, and execute a United States Military Entrance Processing Command (USMEPCOM) conference and procedures for attendance at DoD or non-DoD conferences.
- b. Integrates policy announced in Policy Memorandum 6-20, Conference Planning and Execution Policies and Procedures.

Applicability. This regulation applies to all organizational elements of USMEPCOM.

Supplementation. Except where authorized under the provisions of this UMR, supplementation of this regulation is prohibited without prior approval from HQ USMEPCOM, ATTN: J-1/MEHR-TR, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Suggested Improvements. The proponent agency of this regulation is HQ USMEPCOM, J-1/Human Resources Directorate, Training Development Division (J-1/MEHR-TR). Users are invited to send comments and suggested improvements on [Department of the Army \(DA\) Form 2028, Recommended Changes to Publications and Blank Forms](#), or memorandum to HQ USMEPCOM, ATTN: J-1/MEHR-TR, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Internal Control Process. This regulation does not contain internal control provisions.

*This Regulation supersedes Policy Memorandum 6-20, dated June 26, 2013

Table of Contents (TOC)

	Paragraph	Page
<u>Chapter 1</u>		
General		
Purpose	1-1	1
References	1-2	1
Abbreviations and Terms	1-3	1
Responsibilities	1-4	1
Definition	1-5	3
Background	1-6	3
<u>Chapter 2</u>		
Policy and Procedures		
Procedures for Conferences	2-1	4
Approving Authority Policy for Conferences	2-2	6
Policy for Conference Attendance	2-3	8
Figures		
<u>2-1.</u> Conference Package Routing		6
Appendices		
<u>A.</u> References		9
<u>B.</u> Glossary		10

Chapter 1

General

1-1. Purpose

This regulation establishes the Commander's guidance and outlines responsibilities and procedures to request, plan, and execute a United States Military Entrance Processing Command (USMEPCOM) sponsored conference. This regulation also outlines procedures for attendance at a Department of Defense (DoD) or non-DoD conference. The approval of conference participation involves many factors governed by regulations and policies, including travel, fiscal oversight, contracting, training, recordkeeping, and ethics. This regulation establishes the framework to implement Office of the Secretary of Defense (OSD), and Department of the Army Conference policy; provides overarching guidance to help personnel requesting to attend conferences and planners hosting conferences; and guides various other stakeholders—Staff Judge Advocates (SJA) office, resource managers, approval authorities, and so on—through the decision-making process. Directorate, Special Staff Office, Sector, and Battalions are encouraged to establish internal policies to supplement this regulation. However, any additional restrictions must be briefed to J-1/MEHR-TR before implementation.

1-2. References

References are listed in [Appendix A](#).

1-3. Abbreviations and Terms

Abbreviations and terms used in this regulation are listed in [Appendix B, Glossary](#).

1-4. Responsibilities

Leaders at all levels must remain prudent stewards of government resources, and it is imperative that hosting or attendance at a conference will result in a definite tangible benefit to the USMEPCOM overall mission. The command must carefully weigh all factors to ensure only those expenses essential to mission requirements and success are considered for approval. The ultimate goal is to reduce travel costs and eliminate redundancy of effort while ensuring a standardized approach is used in exploring and utilizing all alternative means and methods available to train and communicate throughout the command. The following responsibilities are identified as a baseline and are subject to addition, change, or deletion at the USMEPCOM Commander's discretion.

a. The USMEPCOM Commander will:

(1) Exercise overall responsibility for establishing policy, procedures, and requirements for conducting conferences within USMEPCOM.

(2) Support the investment in USMEPCOM human capital as a strategic asset by deliberate planning, budgeting, operation, evaluation, and improvement of Training and Education activities.

(3) Promote programs for employees that will enhance individual and organizational performance, and assist in achieving performance objectives.

(4) Maximize all training opportunities and resources for all USMEPCOM assigned personnel.

b. The Director, J-1/Human Resources Directorate, will:

(1) Coordinate and advise in the execution of conferences.

- (2) Coordinate the execution of security assessment when appropriate.
 - (3) Track all conferences.
 - (4) Conduct review of all conference packages prior to final submission.
- c. The Director, J-4 Facilities and Acquisitions Directorate (J-4/MEFA) will:
- (1) Provide guidance and assistance to conference planner to ensure compliance of all contractual requirements.
 - (2) Review all contractual documents and coordinate legal review with MEJA USMEPCOM, and Mission & Installation Contracting Command (MICC), Fort Knox, as appropriate.
 - (3) Upon conference approval, coordinate the signing of contracts and or documents with all authorized personnel.
 - (4) Enforce all requirements and obligations outlined in a signed contract between USMEPCOM and any identified party in the execution of conferences.
- d. Director, J-8 Resource Management Directorate (J-8/MERM) will:
- (1) Provide guidance and assistance on command-authorized travel, use of a Government Travel Card, and the proper use of appropriated funds for conferences.
 - (2) Provide guidance and clarification of Command Policy on budget and funding requirements to plan and execute a conference.
- e. The Staff Judge Advocate (MEJA) will:
- (1) Provide clarification and assistance on regulatory guidance to request, execute, or attend conferences.
 - (2) Prepare a comprehensive legal opinion outlining a recommended disposition of the conference, detailing in writing any areas of concern or action.
- f. Proponents will:
- (1) Meet with the J-1/MEHR, Training Development Division (J-1/MEHR-TR) to discuss the concept of the conference 150 days prior to the proposed conference start date. When conferences are conducted at the MEPS or Battalion, the Sector, in conjunction with the proponent, will meet with the J-1/MEHR-TR. During this initial meeting, all applicable policy and regulatory guidance will be discussed along with providing and explaining all documents that need to be completed. References and sample package information is posted on [SPEAR](#). In instances where the 150 day threshold cannot be met, proponents will add additional justification to explain why the package was not submitted in accordance with established timelines.
 - (2) Maintain a working knowledge of all applicable regulations, policy memoranda, and internal controls regarding conferences.

(3) Be responsible both administratively and operationally for all aspects of planning, executing, and after-action requirements for their conference. J-1/MEHR-TR will assume an advisory role, as needed, throughout the conference.

Note: Coordination of directorate support should be done approximately 90 days prior to date of conference (Public Affairs, IT support, Supply).

1-5. Definitions

For the purpose of this regulation, the definition of a “conference” is “A meeting, retreat, seminar, symposium, or conference that involves attendee travel” (IAW [Appendix A, references](#)). “Conference” also applies to training activities that are considered to be conferences under 5 CFR 410.404. Proponents will consult with the Staff Judge Advocate (MEJA) if unable to make a clear determination of a conference. Conferences subject to this guidance are also often referred to by names other than "conference." Other common terms used include conventions, expositions, symposiums, seminars, workshops, or exhibitions. They typically involve topical matters of interest to, and the participation of, multiple agencies and/or non-governmental participants. Indicia of a formal conference often includes but are not limited to registration, registration fees, a published substantive agenda, and scheduled speakers or discussion panels. For purposes of this regulation proponents are defined as MEPS, Battalion, Sector, Directorate, and Special Staff Office submitting conference request package for approval.

1-6. Background

USMEPCOM must remain prudent stewards of government resources. It is imperative that hosting or attending a conference will result in a definite, tangible benefit to our overall mission. The command must carefully weigh all factors to ensure only those expenses essential to mission requirements and success are considered for approval. The ultimate goal is to reduce travel costs and eliminate redundancy of effort while ensuring a standardized approach is used in exploring and utilizing all alternative means and methods available to train and communicate throughout the Command.

Chapter 2 Policy and Procedures

2-1. Procedures for Conferences

The following procedures will be used to request, coordinate, execute, and complete after-action requirements of all conferences:

a. Step One. Proponent will meet with J-1/MEHR-TR to discuss the concept of the conference 150 days prior to the proposed conference start date. During this initial meeting, all applicable policy and regulatory guidance will be discussed along with providing and explaining all required documents. References and sample packages are available on the J-1/MEHR-TR SPEAR page. When the conference is being conducted at MEPS or Battalion level, proponents will coordinate with all necessary HQs elements: J-1 (Training); J-1 (Programs); J-4 (Contracting); J-8 (Budget); MEJA (Legal Review); EEO (Reasonable Accommodations), as well as proposed trainers identified in the conference agenda. Proponent when the conference is being conducted at the MEPS or Battalion, will coordinate with all necessary POCs: J-1 (Training); J-1 (Programs); J-4 (Contracting); J-8 (Budget); MEJA (Legal Review); EEO (Reasonable Accommodations), and all proposed Trainers identified in the Agenda for the conference.

Note: If there is any uncertainty regarding compliance with policy or regulatory guidance, the proponents will consult with MEJA to mitigate any issues prior to continuing with the planning process.

b. Step Two. Assemble a conference request package, using the example found on SPEAR. The initial request package consists of the justification memorandum addressed to the appropriate approval authority, and at least four attachments.

(1) TAB A: Justification Memorandum, (See example on J-1/ MEHR-TR SPEAR page), will provide a complete overview and concept of the requested conference to include, at a minimum, but not limited to the following points:

- (a) Name of conference.
- (b) Proposed Date of the conference.
- (c) Theme of the conference, if applicable.
- (d) Indicate if foreign Government representatives will attend.
- (e) Indicate if classified information will be presented.
- (f) Specifically state the purpose and justification for hosting the conference.
- (g) Indicate any previous conferences.
- (h) Provide a cost benefit analysis justifying the request, and stating why lower cost alternatives cannot satisfactorily accomplish the stated objectives, if applicable.
- (i) Provide details on how and why the site to host the conference was selected.
- (j) Identify number and role of all attendees that will be attending (e.g. ESS, ITS, BN Commander).

(k) Provide contact information for the security office handling this conference. If conference is on a military installation provide verbiage from J-1 Programs Division (J-1/MEHR-PR) to describe why the criminal activity threat assessment is not needed.

(l) Identify the type of funds used to execute the conference.

(m) State if any meals will be provided at Government expense.

(n) Identify if any refreshments will be provided at the conference and explain how they will be purchased.

(o) State if a registration fee will be collected; if yes, list all expenses covered by the fee.

(p) Identify all paid speakers and list cost for each.

(q) Provide a cost breakdown of the entire conference; estimated cost of conference.

(r) Provide the proponent's contact name, phone number and email address.

(2) TAB B: Agenda (See example on J-1/ MEHR-TR SPEAR page) for the conference. The agenda must begin on the arrival date and end on departure date of attendees. It must be specific with regards to topics, locations, and times for each item being presented.

(3) TAB C: Criminal Activity Threat Assessment, (See example on J-1/ MEHR-TR SPEAR page), which is required for all conferences held in a commercial facility. This attachment is not necessary if the conference is being held on a military installation or federal building. J-1/MEHR-PR will review the package if the conference is being held on a government installation to ensure the appropriate authorities are notified.

(4) TAB D: Cost Analysis Spreadsheet (See example on J-1/ MEHR-TR SPEAR page), that shows a cost breakout for each location considered during the selection process. A cost comparison of a minimum of three venues must be done for all conference sites regardless whether military or commercial and must be maintained on file.

(5) TAB E: Proposal for the Chosen Venue (See example on J-1/ MEHR-TR SPEAR page). Government and military venues will be the first choice of conference venue. Every effort must be made to adjust conference scheduling to fit the availability of government or military facilities. Government or military facilities may not be ruled out solely because the facility is not available on the exact dates the proponents want to hold the conference. Dates of the conference will be adjusted to coincide with available dates if available.

c. Step Three. The proponent will route the completed conference package to all POCs that provided guidance or assistance during the planning process for concurrence/non-concurrence using the Task Management Tool (TMT). The conference package will be routed in TMT using the following order to ensure prompt review for corrections and approval:

Figure 2-1. Conference Package Routing

MEPS originator	Battalion originator	Sector originator	Directorate originator
J-1/MEHR-TR	J-1/MEHR-TR	J-1/MEHR-TR	J-1/MEHR-TR
J-1/MEHR-PR	J-1/MEHR-PR	J-1/MEHR-PR	J-1/MEHR-PR
J-4/J-8/EEO	J-4/J-8/EEO	J-4/J-8/EEO	J-4/J-8/EEO
MEJA	MEJA	MEJA	MEJA
MEPS Commander	Battalion Commander	Sector Admin Officer	Directorate Director
Battalion Commander	Sector Admin Officer	Sector Dep. Commander	J-1/TR
Sector Admin Officer	Sector Dep. Commander	J-1/TR	Command Executive Team
Sector Dep. Commander	J-1/TR	Command Executive Team	USMEPCOM Commander
J-1/TR	Command Executive Team	USMEPCOM Commander	
Command Executive Team	USMEPCOM Commander		
USMEPCOM Commander			

Figure 2-1. Conference Package Routing

(1) J-4/MEFA, J-8/MERM, and EEO/MEDC will review the conference package and recommend changes or approve their section in TMT simultaneously.

(2) MEJA will review the entire conference request package and prepare a written comprehensive Legal Review (See example on J-1/TR SPEAR page), outlining a recommended disposition for the MEPCOM Commander to use in considering the request.

(3) MEJA will return the conference request package to the proponent and include the legal opinion.

d. Step Four. Proponent will forward completed conference request package to J-1/MEHR-TR for routing via TMT for formal approval. The conference request package will then be forwarded by J-1/MEHR-TR to the Commander, via the Command Group Admin (MECE), requesting a disposition. Disposition of the request package:

(1) Conference Approval

(a) Upon USMEPCOM Commander Approval of conference request.

(b) The Command Group will forward the approved conference request package to the appropriate approval authority for consideration.

(c) Once approval is granted and Command Group receives notification, package will be forwarded to conference POC and J-1/MEHR-TR.

(2) Conference Disapproval

(a) USMEPCOM Commander disapproves the request.

(b) The Command Group will return the disapproved conference request package to the POC for resolution.

e. Step Five. Post Execution. The proponent will be responsible for administering and executing all post requirements.

(1) The proponent will solicit feedback from conference participants.

(2) The proponent is responsible for completing an After Action Report, (See example on J-1/TR SPEAR page), which includes copies of the post conference critiques/evaluations. A copy will be forwarded to J-1/MEHR-TR within 10 days following the conclusion of the conference for review.

(3) The proponent will retain a complete copy of all conference request packages under RN 1/800D; General Administrative Correspondence Files (Name of conference) with all relevant documents used in the process, for a period of 5 years.

2-2. Approving Authority Policy for Conference

In accordance with Office of Management and Budget (OMB) guidance, DoD organizations should not incur net expenses greater than \$500,000 on a single conference, unless the relevant approval official issues a waiver after determining that exceptional circumstances exist whereby such a conference is the most cost-effective option to achieve a compelling purpose. In accordance with OMB guidance, approval authority for such waivers is delegated to the Tier 1 approval official without further delegation. The grounds for any such waiver must be documented in writing. For a conference with a total of more than \$100,000 but less than \$500,000, approval authority is delegated to the Tier 1 and Tier 2 (See paragraph 3.2.3) approval officials without further delegation.

a. For a DoD-sponsored or hosted conference with a total of \$100,000 or less, approval authority is delegated to Tier 1 and Tier 2 (See paragraph 3.2.3) approval officials, and to the commander or director of DoD unit or organization sponsoring or hosting the conference. They may further delegate such authority to one or more officials who are General or Flag Officers or who are members of the Senior Executive Service within the DoD unit or organization.

b. Approval authority for conferences with a total cost of \$100,000 or less not sponsored or hosted by DoD is delegated to the lowest appropriate level as follows:

(1) For conferences costing \$3,000 or more per attendee or \$600 or more per day per civilian employee or military member, approval is delegated to officials who are at the grade of O-5, GS-14, or equivalent, and they must be at least one level above the supervisors with normal TDY/TAD approval authority for such employees or military members, consistent with organizational guidelines.

(2) For conferences costing less than \$3,000 per attendee and less than \$600 per day per civilian employee or military member, and for no-cost conferences, approval authority is delegated to supervisors with normal TDY/TAD approval authority, consistent with organizational guidelines.

Note: For purposes of determining the costs per day, all costs, including travel costs, must be averaged over every day on which a substantive portion of the conference occurs. A “day” does not include days on which only travel occurs and/or the only conference activities are non-substantive, such as welcome receptions and social activities.

c. Tier 1 Official for USMEPCOM is the Under Secretary of Defense (Personnel & Readiness). Tier 2 Official for USMEPCOM is the Assistant Secretary of Defense (Manpower and Reserve Affairs). The Deputy Assistant Secretary of Defense for Military Personnel Policy has conference approval authority for USMEPCOM conferences costing less than \$50,000.

2-3. Policy for Conference Attendance

IAW OSD policy, conference attendance by an employee or a military member is subject to a determination by the relevant approving authority that such attendance is appropriately related to the performance of the employee/military member's official duties and that the expense of attendance is justified on that basis.

a. An Authorization, Agreement, and Certification of Training (SF-182) will be completed and submitted in Go Army Education (GAE) for each attendee of a training conference and will be signed by the immediate supervisor and 2nd line supervisor. At a minimum, the Deputy Director or Battalion Commander must sign the SF-182 and forward to J-1/MEHR, Training Development Division 30 days prior to the conference.

b. Approving authority will sign either a DoD Memorandum or non-DoD Memorandum for Conference Attendance, whichever conference applies, through the Staff Judge Advocate, stating the purpose of the conference, that they have reviewed reference (a) and have cited relevant facts, stating the basis for approval, including that attendance is appropriately related to the performance of the employee/military member's official duties and that the expense of attendance is justified on that basis.

Appendix A
References

Section I

Publications referenced in or related to this publication

Department of Defense Conference Guidance Memorandum, Version 4.0 dated June 26, 2016

Department of the Army Memorandum, Army Directive 2015-01 (Army Conference Policy) dated July 8, 2015

Joint Travel Regulations dated July 1, 2017

Section II

Forms referenced in or related to this publication

N/A

Section III

Recordkeeping Requirements

RN 1/800D: General Administrative Correspondence Files

Appendix B
Glossary

Section I Abbreviations

BN

Battalion

HQ

Headquarters

DA

Department of the Army

DoD

Department of Defense

EEO

Employment Equal Opportunity

ESS

Education Services Specialist

GAE

Go Army Education

TMT

Task Management Tool

ITS

Information Technology Specialist

MECE

Command Executive Officer

MEDC

Deputy Commander/Chief of Staff

MEHR

Director Human Resource Directorate

MEJA

Staff Judge Advocate

MEPS

Military Entrance Processing Station

MERM

Director Resource Management Directorate

MICC

Mission & Installation Contracting Command

TR

Training Development Division

OMB

Office of Management and Budget

OSD

Office of the Secretary of Defense

POC

Point of Contact

PR

Programs Division

SPEAR

Sharing Policy Experience and Resources

SJA

Staff Judge Advocates

TAD

Temporary Assigned Duty

TDY

Temporary Duty Assignment

USMEPCOM

United States Military Entrance Processing Command

UMR

United States Military Entrance Processing Command Regulation

Section II Terms

Points of Contact (POCs)

Directorates, Sectors, and Special Staff Offices personnel serving in an advisory role in the development of a conference package. As required, they will provide guidance and assistance to proponents to plan, coordinate, execute, and complete after-action requirements for conferences that fall within their area of responsibility.

Proponent

The element; at the MEPS, Battalion, Sector, or Headquarters level; hosting a conference.